



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JUNE 4, 2024, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the Minutes from the May 15, 2024, Personnel Committee meeting.

E. Regular Business.

- I. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Financial Analyst
 - b. Erosion Control Specialist
 - c. Human Resources Assistant
2. For consideration with possible action on the request from Ald. Wery for the City to return to the process of department heads being confirmed every two years by the City Council, instead of being permanently appointed.

The Committee may convene in closed session pursuant to Section 19.85(1)(c) Wis. Stats., for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: June 18, 2024

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 4, 2024

PREPARED BY**AGENDA ITEM # E.I**

For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Financial Analyst
- b. Erosion Control Specialist
- c. Human Resources Assistant

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- 1. Personnel Committee Request to Fill Memo
- 2. Position Request To Fill-Financial Analyst-03.04.24
- 3. Erosion Control Specialist Mincheski 2024
- 4. Request to Fill - HR Assistant 06-2024

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: June 4, 2024

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2024 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Financial Analyst – Replacement position due to the resignation of Lauren Destiche effective May 31, 2024. This position is budgeted at \$62,421 - \$64, 272 annually. (Pay Grade H)
- Erosion Control Specialist – Replacement position due to the resignation of Kelli Mincheski effective May 28, 2024. The position is budgeted at \$67,954 - \$79,934 annually (Pay Grade I)
- Human Resources Assistant – Replacement position due to the promotion of Hailey Heath effective June 17, 2024. This position is budgeted at \$24.05 -26.72 per hour. (Pay Grade E)

**Position Fill Request
Justification Report
June 4, 2024**

Position Title: Financial Analyst

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position is vacant due to a resignation as of May 31, 2024

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is in the current budget: Pay Grade H, Exempt. \$62,421-\$64,272

- 3. Please list the functions and any special information regarding this position.**

This position is responsible for the following:

- Monitor and record daily cash transactions
- Reconcile numerous bank accounts
- Gathers, proofs, analyzes, summarizes, and posts financial related data. Manage stale outdated checks and turnover unclaimed checks
- Record, monitor and comply with room tax revenues reports monthly and annually
- Calculates, verifies, and invoices other funding sources for salaries and other expenses including annual chargebacks to departments.
- Manages Tyler Munis revenue module, maintains charge codes, and issues adjustments to invoices for all City departments. Follows-up on aged receivables. Trains all departments in general billing process.
- Maintains batch report records for first installment tax payments including credit card payments.
- Compiles 74.41 charge-backs and 74.315 omitted taxes to Dept. of Revenue.
- Prepares General Billing invoices to Water Utility.
- Calculates and bills PILOTs and trailer taxes
- Updates and maintains new lease and subscription software required starting in 2022 by GASB, calculating amortization and book journal entries.
- Monitors and keeps records on monthly/annual lease payments.
- Audits petty cash accounts
- Performs a variety of follow-up activities and creates necessary journal entries.
- Updates TIF cash flow spreadsheets, determines developers' payment compliance and completes annual TIF report for WDOR.
- Track developer agreements including milestones, payouts, and invoicing.
- Assist with Joint Review Board reporting.
- Assists with 5-year CIP plan and annual revenue budgeting
- Maintains debt service spreadsheets and updates as necessary.
- Provides back up support to the Account Clerk II. Phones, door, mail

- Assist with other duties as assigned by the Finance Director and Assistant Finance Director

4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.

By staying on top of our aged invoices we stand a higher likelihood of collecting the revenue due to the City. In addition, by following up on transient houses we are able to collect additional revenue through room tax. Time spent related to TIDs is charged back and funded by those TIDs.

5. Please explain why current staff is unable to absorb duties of this position.

This position is essential to the daily monitoring of the City's cash.

6. If duties of position are presently being done, how are they done?

Other employees will be assisting with the job duties including the other Financial Analyst, Senior Accountant, Deputy Treasurer, Assistant Finance Director and Finance Director.

7. What service would be reduced or eliminated if this position is not filled?

Great attention to detail is required to monitor the millions of dollars that flow through the City. Limited time for review increases the risk of errors and the potential for more findings during the next annual audit.

8. What are the alternative methods and costs of accomplishing the work?

Many of these tasks are unable to be outsourced.

9. Are there union issues?

No

**Position Fill Request
Justification Report
May 16, 2024**

Position Title: Erosion Control Specialist

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

DPW is seeking to fill a vacant Erosion Control Specialist within the DPW – Utility Division table of organization. Kelli Mincheski is resigning on May 28, 2024. There is more construction work within the City than will allow just a single Specialist to manage the workload comfortably. Filling this vacancy will allow us to provide the appropriate customer service to the builders, contractors, and utilities that are requesting erosion control permits and inspections within the City.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes. The Erosion Control Specialist position is funded out of the Storm Water Utility (non-levy supported) and is listed in Grade I (\$67,954 - \$79,934).

- 3. Please list the functions and any special information regarding this position.**

This position performs field inspection and reporting for erosion control on all types of construction projects. They review plans to determine compliance with the City's site erosion control ordinance; conduct inspections of project sites to determine compliance with the ordinance; process permit applications; maintain and track all inspection data and prepare and present educational programs.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

Fees are charged for erosion control permits issued by the Erosion Control Specialists. These fees generate some revenue for the Stormwater Utility and offset a portion of the cost of providing the erosion control inspection and plan review services.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Due to the significant amount of construction within the City, one erosion control specialist is not able to absorb the entire workload. If the existing erosion control specialist is on leave, then there would be no coverage for erosion control inspection and permit review. The City's MS4 permit with WDNR requires erosion control inspections be done within a certain number of days, two staff are needed to maintain compliance with the MS4 permit.

6. If duties of position are presently being done, how are they done?

Currently the City has two Erosion Control Specialists. One of the Erosion Control Specialists is leaving the City on May 28, 2024.

7. What service would be reduced or eliminated if this position is not filled?

A reduction in staffing will result in a lower level of service and potential non-compliance with the City's MS4 permit.

8. What are the alternative methods and costs of accomplishing the work?

Hiring a consultant, which would be more costly for the City and it may be difficult to find a consultant willing to perform the work and able to avoid a conflict of interest.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
June 4, 2024**

Position Title: Human Resources Assistant

1. **If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X Replacement Position Not a Replacement Position

Hailey Heath has been promoted to an HR Generalist position effective June 17, 2024.

2. **Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

This position is currently budgeted at pay grade E in the City Pay Plan. Salary range is \$24.05 per hour - \$26.72 per hour.

3. **Please list the functions and any special information regarding this position.**

In addition to serving as the Human Resources' department front desk point of contact, this position provides administrative support to the Risk and HR divisions of the Human Resources department with responsibility for the following functions:

Human Resources: Coordinates recruitment processes including internal job notice postings, prepares and places advertisements and researches recruiting sources. Coordinates interviews and conducts background checks. Maintains files.

Serves as the administrator of the City's on-line application program, which includes assisting candidates with inquiries and troubleshooting program problems. Coordinates program updates and/or interfaces with the Information Services Department and Payroll; provides staff and department managers with program updates and training. Develops and prepares various reports and updates the Human Resources' web page as needed.

Schedules employee training as needed. Assists with new employee benefit orientation and open enrollment. Responds to benefit questions.

Risk: Processes worker's compensation claims, develops reports and answers employee claims questions. Assists with annual renewals of worker's compensation and all casualty insurances.

Maintains records and ensures documentation of damage to City-owned vehicles, property and contractor's equipment. Submits claims.

Maintains record of City-owned licensed vehicles and City-owned property. Ensures that certificates of insurance are received and that they are in compliance with City ordinance or contract.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No.

5. **Please explain why current staff is unable to absorb duties of this position.**

It is not feasible for other staff members to absorb the duties of this position due to the workload of staff. Currently, our HR Generalists are spending the majority of their time recruiting to fill approximately 40 vacancies. The HR Assistant plays a large role by providing recruitment support to the Generalists. This position also assists our Benefit Specialist with responding to employee inquiries regarding benefits and plays a key role in supporting benefit enrollment of new hires and the very busy open enrollment process each year.

The Assistant is responsible for assisting the Safety Manager with the administration of several programs including worker's compensation, property insurance and city vehicle title and registration. The Safety Manager cannot absorb the duties of the HR Assistant.

6. **If the duties of position are presently being done, how are they done?**

The incumbent is currently performing the work until her resignation date. A temporary employee may be needed to assist during the transition period.

7. **What service would be reduced or eliminated if this position is not filled?**

The ability to fill positions in a timely manner, respond to applicants' inquiries and troubleshoot program problems. If the HR Assistant position is not filled, it will be difficult to effectively and efficiently coordinate the numerous recruitment processes, process new hires and enter the necessary information into the payroll system in a timely manner.

In addition, it will be very difficult to keep up with the processing of worker's compensation claims, maintaining records of damaged City property, and vehicles and ensuring the timely submittal of claims to the insurance carriers.

8. **What are the alternative methods and costs of accomplishing the work?**

Hiring temporary personnel or interns to ensure that the work is completed in a timely manner. However, training will become a regular occurrence and lack of continuity may become an issue as those employees find permanent jobs. The result is much less efficient service.

9. **Are there union issues?**

This is a non-union position.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 4, 2024

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the request from Ald. Wery for the City to return to the process of department heads being confirmed every two years by the City Council, instead of being permanently appointed.

The Committee may convene in closed session pursuant to Section 19.85(1)(c) Wis. Stats., for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Summary Opinion re appointment ordinance - GB Common Council, 4868-1804-5379, I



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 4, 2024

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 6.4.24

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
June 4, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Conservations Corps Crew Member	PRF	Alexander Gawlitta	6/10/2024
Conservations Corps Crew Member	PRF	Tyler Rasmussen	6/10/2024
Transit Service Tech	Transit	Christian Salinas Ruiz	5/20/2024
Community Service Officer	PD	Rogelio Contreras-Gomez	5/15/2024
Seasonal Maintenance	DPW	Ayden Bruckner	6/11/2024
Engineering Aide I	DPW	Daniel Hoffman	5/20/2024
Community Service Officer	PD	Nestor Navarro-Castaneda	7/1/2024
Clean Energy Connector	DPW	Alex Galt	5/28/2024
Seasonal Maintenance	DPW	Hayden Zarnoth	5/28/2024
Seasonal Maintenance	DPW	Sam Gossens	5/28/2024
Seasonal Engineering Aide	DPW	Blaise Smits	5/28/2024
Seasonal Engineering Aide	DPW	Aiden Van Schyndel	5/28/2024
<u>Promotion</u>			
Sewer Technical Worker	DPW	Scott LeGrave	5/13/2024
<u>Transfer</u>			
Laborer - Sanitation	DPW	Anthony Pethan	5/20/2024
<u>Grade/Step Change</u>			
Mechanic	DPW	Joel Vanidestine	6/1/2024
Mechanic	DPW	Brennen Woelfel	6/1/2024
Mechanic	DPW	Darren Barta	6/1/2024
Mechanic	DPW	Richard VandenAvond	6/1/2024
Mechanic	DPW	Thomas Leurquin	6/1/2024
Building Maintenance Tech	DPW	Bruce Kollman	6/2/2024
Signs Worker Foreperson	DPW	Keith Waldo	6/1/2024
Building Maintenance Tech	DPW	Warren Naud	6/2/2024
Operator I	DPW	Marty Vandenberg	6/1/2024
Operator I	DPW	Jared Dequaine	6/2/2024
Operator I	DPW	Stacey Brodbeck	6/2/2024
Laborer - Street	DPW	Nathan Anderson	6/2/2024
Mobility Coordinator	Transit	Andrea Vlach	4/29/2024
Maintenance Clerk	Transit	Renee Curl	5/5/2024
Mechanic	Transit	Jim Drake	4/1/2024
Parts Clerk	DPW	Todd Lackey	6/2/2024
Parts Clerk	DPW	Norman Peters	6/2/2024
Mechanic	DPW	William Leisgang	6/1/2024
Mechanic	DPW	Jeremy Falish	6/1/2024
Mechanic	DPW	Jamie Hendricks	6/1/2024
Laborer - Street	DPW	Nathan Francois	6/1/2024
Truck Driver - Streets	DPW	Padraig Fahey	6/2/2024
Operator II	DPW	Daniel Koetz	6/1/2024
Truck Driver - Streets	DPW	Chris Compton	6/2/2024

Operator II	DPW	Wade Lotto	6/2/2024
Truck Driver - Streets	DPW	Cameron Lacount	6/1/2024
Mechanic	Fire	Matthew Dessell	6/1/2024
Assistant City Attorney	Law	Lindsay Mather	5/29/2024
OVP Operations & Data Officer	CED	Andrea Kressin	6/1/2024
Accounting Assistant	PRF	Kala Winkler	6/1/2024
Operator II	DPW	Joe Sobieski	6/1/2024
Administrative Operations Supervisor	CED	Lisa Bergelin	6/2/2024
Accountant	CED	Stephanie Schmutzer	6/2/2024
Park Maintenance Worker	PRF	Eric Perrault	6/2/2024
Operator II	DPW	Thomas Weis	6/2/2024
Sr. Carpenter	PRF	Daniel Jacobs	6/2/2024
Operator I	DPW	Benjamin LaPlante	6/2/2024
Operator II	DPW	Ray Magley	6/2/2024
Support Assistant	Fire	Carre Prigge	6/4/2024
Marketing Coordinator	PRF	Alexandra Lamer-Walchinski	6/1/2024
Deputy IT Director	IT	Jason Bamman	6/1/2024
Network Specialist	IT	Kristi Wise	6/2/2024
Custodian I	CED	Thomas Katers	6/2/2024
Building Services Coordinator	CED	Lucas Leahy	6/7/2024
Zoning Administrator	CED	Jonathan LeRoy	6/1/2024
Housing Inspector	CED	Tim Meves	6/2/2024
Housing Inspector	CED	Scott Nelson	6/2/2024
Housing Inspector	CED	Donna Rosenthal	6/2/2024
Inspections Supervisor	CED	Bill Paape	6/1/2024
Park Maintenance Worker	PRF	Gregory Heezen	4/7/2024
Parking Maintenance Technician	DPW	Jason Pleau	6/1/2024
Parking Maintenance Technician	DPW	Manuel Delgado Velazquez	6/1/2024
Parking Enforcement Officer	DPW	Sharon Ruby	6/2/2024
Laborer - Sanitation	DPW	Jackson Kispert	6/1/2024
Truck Driver - Sanitation	DPW	Christopher Higgins	6/2/2024
Laborer - Street	DPW	Kenneth Gille	6/2/2024
Truck Driver - Sanitation	DPW	Pat Brick	6/2/2024
Truck Driver - Streets	DPW	Chris Johnson	6/1/2024
Operator I	DPW	Curt Schneider	6/2/2024
Operator I	DPW	Andrew Leisgang	6/2/2024
Operator I	DPW	Ruben Rodriguez	6/2/2024
Inspections Support Sepcialist	DPW	Edith Vazquez	6/4/2024
Recreation Supervisor	PRF	Jeremy Crees	6/2/2024
Park Maintenance Worker	PRF	Robert Delahaut	6/1/2024
Park Maintenance Worker	PRF	Edward Rodriguez	6/1/2024
Park Maintenance Worker	PRF	Stephanie Falk	6/7/2024
Park Maintenance Worker	PRF	Kevin Nelson	6/1/2024
Park Maintenance Worker	PRF	Jospeh Snow	6/1/2024
Park Maintenance Worker	PRF	Dale Nienow	6/1/2024
Carpenter	PRF	Kevin Ferm	6/27/2024
Master Plumber	PRF	Gary Hockers	6/14/2024
Park Maintenance Foreperson	PRF	Mark Kugel	6/2/2024
Park Maintenance Worker	PRF	Jeffrey Paape	6/1/2024
Naturalist	PRF	Jody Sperduto	6/2/2024
Senior Animal Keeper	PRF	Amber Gravunder	6/1/2024
Assistant Finance Director/Treasurer	Admn Svs	Linda Chosa	6/5/2024
Battalion Chief	Fire	David Kolz	6/2/2024
Community Development Specialist	CED	Krista Cisneroz	6/2/2024
Project and Program Manager	CED	Wendy Townsend	6/2/2025
Deputy Treasurer	Admn Svs	Brett Vogel	6/1/2025
Senior Accountant	Admn Svs	Kim Rivest	6/1/2025
Systems Analyst	IT	Steve Meadowcroft	6/2/2024
Battalion Chief	Fire	Michael Vandenvond	6/2/2024

Civil Engineer II	PRF	Emmalee Browne	6/4/2024
IT Specialist	Fire	Justin Magyar	5/9/2024
Evidence Technician	PD	Nathan Kolinski	6/2/2024
Custodian I	PD	Ted Francois	6/2/2024
Building Services Supervisor	PD	Gary McDermid	6/2/2024
Crime Prevention Coordinator	PD	Melanie Skalmoski	6/2/2024
Crime Prevention Coordinator	PD	Natalia Sidon	6/2/2024
Public Records Specialist	PD	Jessica Stein	5/9/2024
Crime Analyst	PD	Jonah Riggle	6/1/2024
Office Manager	PD	Lisa Wachowski	6/21/2024
Executive Secretary	PD	Laura Wery	6/2/2024
Business Manager	PD	Rick Jurkanis	6/2/2024
Park Maintenance Worker	PD	Mark Desjardine	6/2/2024
Park Maintenance Worker	PD	Matthew Thompson	6/1/2024
Park Maintenance Worker	PD	Matthew Thompson	6/2/2024
Deputy Clerk	Admn Svs	Jaime Fuge	6/1/2024
Mechanic	PRF	Daniel Emmel	6/1/2024
Mechanic	PRF	Mark Berglund	6/1/2024
Mechanic	PRF	Timothy Wagner	6/1/2024
Parks Clerk	PRF	Jared Koeller	6/2/2024
Park Maintenance Worker	PRF	Rodny Kubsh	6/2/2024
Conservation Corps Coordinator	PRF	Maria Otto	6/1/2024
Mechanic Foreperson	PRF	Peter Smet	5/9/2024
Sewer Maintenance Worker	DPW	Joseph Mancoski	6/1/2024
Sewer Maintenance Worker	DPW	Logan Johnson	6/14/2024
Sewer Maintenance Worker	DPW	Gerald Winnekens	6/14/2024
Truck Driver - Sanitation	DPW	Derek Boggs	6/2/2024

End of Employment

Administrative Clerk	PD	Diane Perry	7/5/2024
Specialist II	PD	Stephanie Thomas	7/8/2024
Financial Analyst	Admn Svs	Lauren Destiche	5/31/2024
Sergeant	PD	Cameron Boersma	5/24/2024
Erosion Control Specialist	DPW	Kelli Mincheski	5/28/2024
Sewer Worker Foreperson	DPW	Michael Deniel	6/17/2024
4K Nature Teacher	PRF	Jaime Spychalla	6/12/2024
4K Nature Teacher	PRF	Natalie Shikoski	6/12/2024
4K Naturalist	PRF	Megan Cihaski	6/12/2024
4K Naturalist	PRF	Andrew Waterman	6/12/2024
4K Naturalist	PRF	Paula Brummel	6/12/2024
Specialist II	PD	Daniel Younk	7/16/2024
WLS Facility Attendant	PRF	Dana DePetro	5/22/2024
Captain	PD	Jeffrey Brester	7/1/2024
Conservation Corps Crew Member	PRF	Steven Hinker	5/24/2024